

CLASS TITLE: **Title V Program Trainee II**

CHARACTERISTICS OF THE CLASS: Under supervision, the class visits nursing homes to assess the general condition of the facilities and care given to residents; and performs related duties as required.

ESSENTIAL DUTIES: Talks to residents about their concerns or issues, assesses their needs and apprises them of available programs and services; alerts city departments and related agencies of conditions and actual or potential abuse in long term care facilities; attends meetings with nursing home administrators to discuss facility policies and procedures; maintains records and prepares reports of nursing home visits.

MINIMUM QUALIFICATIONS:

Training and Experience. Willing and able to perform the duties listed. Due to federal program requirements, individuals considered for training must be at least 55 years of age, be unemployed and meet federal income requirements.

Knowledge, Abilities and Skill. Knowledge of establishing and maintaining relationships with nursing home residents.

Ability to work in a nursing home environment.

Good oral and written communication skills. Good human relations skills.

Working Conditions. Nursing home or related facility environment.

Equipment. Standard office equipment.

NOTE: While the list of essential duties is intended to be as inclusive as possible, there may be other duties which are essential to particular positions within the class.

April, 2008  
City of Chicago  
Department of Human Resources